

The Town of Elsmere



Rental Property owner's Pre-rental Inspection guide

What you should know about pre-rental inspections

This is a guide for property-owners illustrating what the *Town of Elsmere Code Enforcement Officers* inspect during pre-rental inspections.

As stated in *Chapter 182* of the *Town of Elsmere Code*, the pre-rental inspection costs are included in the rental permit fee. However, a charge of \$50 will be assessed for compliance inspections, if required, beyond the required original inspection.

This additional fee will have to be paid to the *Town of Elsmere Code Enforcement Office* prior to an officer's re-inspection of the property. It is the property owner's responsibility to contact the Code Enforcement office and schedule the re-inspection of the rental property. All inspection fees must be paid in full before the re-inspection is performed.

This guideline is furnished so that you, the property-owner, will know in advance what the Code Enforcement Officers are inspecting when they are present at your property. By knowing these items in advance, you will insure that everything relating to your property is compliant before you schedule your initial inspection and thereby minimizing any additional inspections, delays or costs to you while at the same time maximizing your property's timely rental.

Should you require additional copies of Chapter 182 of the Town of Elsmere Code, simply ask the Code Office for a copy and one will be provided.

Should you need any additional information or have any further questions, you may call the *Town of Elsmere Code Enforcement Office* at 998-2215 Monday thru Friday, between the hours of 8 AM and 4 PM. You may also leave your name and telephone number along with your questions on our answering system and we will promptly return your call and provide you with the information you request.

PRE-INSPECTION CHECKLIST

❖ EXTERIOR GROUNDS

- High grass, weeds overgrown trees and shrubs.
- Garbage and trash accumulation.
- Sidewalks and paved areas in disrepair.
- Parking of abandoned vehicles or vehicles that impose a hazard.
- Infestation of rodents, insects or areas that harbor them.
- Accessory structures such as decks, garages, sheds or fences that are in disrepair or present a danger.
- Improper grading or drainage.
- Any other situation that may pose a hazard or unsafe condition on the property.

❖ EXTERIOR OF THE STRUCTURE

- Foundation walls that are cracked or in disrepair.
- Exterior walls that are in disrepair.
- Roofs, gutters and downspouts that may be missing or in disrepair.
- Flaking and peeling paint or graffiti on walls.
- Condition of stairs, porches and guardrails.
- Condition of windows. – Are they operable?
- Insect screens on the windows. – Are they torn or missing?
- Condition of doors. – Are they working properly? Are they weather tight? Is all the required hardware in place?
- Condition of the fire escapes, if applicable.
- Any other condition that may pose a hazard or unsafe condition.

❖ INTERIOR OF THE STRUCTURE

- Condition of the walls and ceilings.
- Condition of the floors. – Are there any hazards?
- Any other condition that may pose a hazard or unsafe condition.
- Interior condition of the doors.
- Stairs, handrails and any guardrails.
- Sanitation issues such as garbage and trash accumulation.
- Infestation of rodents or insects.
- Any other condition that may pose a hazard or unsafe condition.

❖ LIGHTING AND VENTILATION

- Does natural light enter in to habitable rooms as required by the building code?
- Adequate electrical lighting in common areas and habitable rooms.
- Adequate electrical outlets in common areas and habitable rooms.
- Adequate ventilation in habitable rooms and bathrooms.
- Any other condition that may pose a hazard or unsafe condition.

❖ **OCCUPANCY LOAD REQUIREMENTS**

- Space requirements for the allowable number of occupants.
- Sleeping areas provided, privacy and access.
- Any other condition that may pose a hazard or unsafe condition.

❖ **PLUMBING**

- Water supply provided, properly maintained and secure connections.
- Working fixtures on the kitchen sink, hot water provided and secure connections.
- Bathroom sink and bathtub in working condition, hot water provided and secure connections.
- Toilets in working condition and adequately spaced for use.
- Sewer connections maintained and not leaking.
- Storm drains, sump pump and French drains in working order and not creating problems or endangerment.
- Any other condition that may pose a hazard or unsafe condition.

❖ **MECHANICAL REQUIREMENTS**

- Functional heating system.
- Heating system maintained and in safe condition.
- Electrical system in safe condition with no hazards present.
- GFCI electrical outlets provided as required in bathrooms and kitchens.
- Hot water heater overflow valve and pressure release valve in place.
- Mechanical exhaust venting maintained.
- Gas piping maintained and safety valves in place.
- Condition of all cooking equipment such as stoves, ovens and microwaves if they are permanent fixtures to the property.
- Anti-tip devices installed on stoves.
- Carbon Monoxide detector installed on all levels with sleeping rooms
- Any other condition that may pose a hazard or unsafe condition.

❖ **FIRE SAFETY REQUIREMENTS**

- Unobstructed means of egress.
- Easily activated locking/unlocking devices on doors and windows.
- Adequate egress provided and unobstructed.
- Smoke detectors present and working.
- Carbon Monoxide Detectors